

Summary Minutes
IT Strategic Plan Committee
Friday, August 13, 2004
9:00 am – 11:00 am

The meeting came to order at 9:10 a.m. at 1400 10th Street, Sacto

Committee Members attending: Clark Kelso, Andrew Armani, Ben Williams, Pat Yerian (via phone conferencing)

Working Group members attending: Ann Barsotti, John Lane, Mitch Coppin, Debbie Leibrock, John Ortiz for Therese Butler, Sherland Jordan for Calvin Rogers.

Committee and Working Group members absent: Carlos Ramos, Bernard Soriano, Calvin Rogers(represented), Jon Fullinwider, Gary Arstein-Kerslake, Terese Butler(represented), Christy Quinlan, Craig Grivette

Committee staff attending: Claudina Nevis

Garter support: Mike Hewitt

Meeting documentation distributed & reviewed:

1. Agenda: August 13, 2004 IT Strategic Plan
2. Minutes: July 30, 2004 Committee Meeting
3. Napa County Strategic Plan
4. CPR Committee Assignment List
5. Plan Goals and the Subcommittees
6. Gary Arstein-Kerslake Suggestions & Comments

Additionally, copies of the Applications and Recommendations received by the CIO's Office for the Council Join the Team volunteer efforts were given to each of the committee chairs present.

Clark Kelso thanked all present for their Council efforts and contributions to the development of this IT Strategic Plan Council deliverable. He's aware everyone is working extra hours to keep up with all his requests for input, assistance and participation. He reminded everyone the Plan delivered to the Governor must appeal to the Agency Secretaries in order to be implement able; therefore, it must reflect how the State business, the State economy and Californian governmental needs will be better served by the approval and implementation of the Plan developed by the Council for the Governor.

Action: Goal 1 subcommittee members

As recommended by Ben: the Committee adopted deleting the Data Center Operations committee and adding the Security committee to this subcommittee due to too many assignments made previously to the Data Center Operations committee.

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Action: The State CIO is a member of every subcommittee. The Plan may have only one paragraph for each objective, but it should include the analysis to back it up.

Action: The Strategic Plan will not include **Strategy** discussions since Goals are strategic in nature, but will include the **Action(s)** to articulate what is needed to implement the goal.

Action: The State CIO will document on the Plan cover letter to the Governor how the plan will be reviewed and updated in the future to maintain it current.

Action: Every subcommittee **chair** is requested to do the following:

1. Provide a scribe for subcommittee meetings and distribute the meeting(s) minutes.
2. Schedule and hold at least 1 meeting with all the subcommittee members before 8/27.
3. Document the objectives and desirable actions for the subcommittee's assigned Goal and send the document to claudina.nevis@gov.ca.gov by 3:00 P.M on 8/27 for distribution to all members of the IT Strategic Plan committee before the 8/30 committee meeting (note revised meeting date below).
4. The subcommittee may consider using Gary Arstein-Kerslake input document that was sent to every subcommittee chair last week.
5. The subcommittee should consider the CPR recommendations; however, each subcommittee must decide whether the CPR recommendations should be a goal objective. The CIO noted that CPR is advisory information but subcommittee should not be bound nor limited by the CPR report.
6. Discuss with subcommittee members the high-level cross-cutting State business needs to be addressed by the goal and objectives (examples below):
 - a. Data consistency and accuracy
 - b. Security of confidential information and assets
 - c. Easy, yet controlled, access to information for clients/customers
 - d. Appropriate tools available for program implementation
 - e. Efficiency and cost savings
 - f. Need to respond and transact quickly
 - g. Need to maintain facilities and services in adequate working order
7. Attend or send the subcommittee vice-chair to the 8/30 committee meeting since it will be a critical meeting for the plan; it is on the project critical path.
8. Committee chair may contact the volunteers from the Applications and Recommendations received by the CIO's Office to support any Council committee or subcommittee efforts. Contact Claudina at claudina.nevis@gov.ca.gov if you have misplaced the related information distributed at this meeting.

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Action: While Ben Williams is scheduled to be out of the country from 9/10 to 9/24 Bernard Soriano will chair the committee and facilitate the draft conceptual Strategic Plan to be sent to all ITC members for review by September 24, 2004.

Action: The "Progress" draft of conceptual Plan to Council members that was due on September 17, 2004 was moved to September 24, 2004

Action: Pat Yerian will send Clark a copy of the AOC Strategic plan.

Action: The IT Strategic committee meeting scheduled for 8/27 at 9:00 was moved to 8/30 from 1:00 to 4:00 at the same place = 1400 10th Street room 202 because of conflict with the CPR Commission meeting in San Jose on the 27th.

Action: Mike Hewitt, mike.hewitt@gartner.com, (916) 921-3112, is officially assisting Clark Kelso, this committee and subcommittees with the Strategic Plan development by providing best practices, research, architectural approaches, etc. Contact Mike if you need information or help with your Council supporting efforts.

Action: Claudina will do the following:

1. Send to John Lane and Sherland Jordan copies of other states Strategic plans reviewed at the first committee meeting
2. Arrange facilities for subcommittee meetings when requested
3. Send an email to each subcommittee chair with the assignments from this meeting.
4. Distribute collected information for the next committee meeting on 7/30.

REVIEWED & Updated Plan Timeline:

The following high-level timeline was adopted for Committee actions:

<u>Deliverable</u>	<u>Completion Date</u>
1. Establishment of Working Group(s)	July 23, 2004
2. Plan for the California IT Strategic Plan	July 30, 2004
3. Complete Mission Statement and high level goals	August 20, 2004
4. Complete first draft of detailed goals and objectives	September 1, 2004
5. "Progress" draft conceptual Plan to ITC members	September 24, 2004
6. Review of final draft Plan by IT Council members	October 20, 2004
7. IT Council formal review and approval	October 29, 2004
8. Revise final Plan, incorporating Council changes	October 31, 2004
9. Complete draft Executive Order and GAR	November 1, 2004

REVIEWED & Updated Committee Meeting Schedule:

- ☒ **Monday, August 30, 1:00-4:00 pm 1400 10th Street room 202**
- ☒ Friday, September 10, 9:00-12:00 noon, 1400 10th Street room 202
- ☒ Friday, September 24, 9:00-12:00 noon, 1400 10th Street room 202
- ☒ Friday, October 8, 9:00-12:00 noon, 1400 10th Street room 202
- ☒ Friday, October 22, 9:00-12:00 noon, 1400 10th Street room 202

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Unchanged Plan Strategy Reminder:

1. The plan should provide sufficient detail to guide state departments and the Department of Finance on the actions they should take to approve individual actions. It should not be so general that anything can fit under the tent.
2. The plan must be credible and it must be achievable.
3. The timeline initially is very short. The delivery date (November 1, 2004) was established by Governor Schwarzenegger. After the initial plan is prepared, it should be reviewed every one to two years and modified as needed. The Judicial Council has a process for periodically evaluating accomplishments under its plan, which is a model we may adopt.
4. This will likely have to stand alone, as Clark does not expect that there will be a comparable State Strategic Business Plan.

The meeting was adjourned at 10:10 a.m.